

STANDARD SHELF FILES



GENERAL SERVICES ADMINISTRATION
Federal Supply Service-National Archives and Records Service
Washington, D.C.

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FOREWORD

This pamphlet furnishes information relative to the development and proper use of a new line of standard Government shelf filing equipment. These new shelf file units will provide a solution to many space problems in agency filing operations, particularly in those cases where expansion of drawer-type equipment is no longer possible. Criteria and guidelines are included to assist agencies in determining conditions under which usage of the new standard units will be practicable and economical.

Agencies have in the past had to rely upon commercial-type shelving which varies in design and space requirements with each manufacturer. These proprietary designs create serious problems in the Government in competitive procurement, stocking, inventory control, replacement, and in utilization of excess.

This pamphlet has been prepared by the General Services Administration, Federal Supply Service, Standardization Division, with the assistance of the National Archives and Records Service, Office of Records Management. Comments or inquiries regarding the pamphlet or the shelf files it covers may be addressed to the General Services Administration, Federal Supply Service, Standardization Division, General Services Regional Office Building, Washington 25, D. C.

INTRODUCTION

Part I of this pamphlet contains criteria and guidelines which will assist agencies in their determination of why and when to procure the new line of standard shelf filing equipment, and the conditions under which the use of such equipment will produce economies in space and other advantages. It explains the adaptability of this new line of shelving to present filing systems, the use of file system components, and the costs of converting from drawer to shelf filing that must be given consideration.

Part II consists of a description of the individual items comprising this new line of equipment, including drawings and dimensions. Also included are suggested arrangements of the various types of available units and illustrated advantages of their use in comparison with drawer-type cabinets.

The new standard line of shelf type filing equipment is obtained by reference to Federal Supply Schedule, FSC Group 71 Furniture, Part V, FSC Class 7110--Office Furniture, Steel Shelf Filing Cabinets. This schedule contract is based on competitive procurement and applicable Federal or Interim Federal Specifications, thereby making these items available to Federal agencies at the lowest possible cost to the Government.

PART I

**CRITERIA FOR SELECTION
AND USE OF
SHELF OR DRAWER
FILING EQUIPMENT**

DO SHELVES ALWAYS REPLACE CABINETS ?

It is not intended that a shelf file unit shall replace a drawer type unit for every filing operation or every filing station.

Shelf file units are primarily used as a solution to a space problem, rather than an alternate piece of equipment to be considered as a potential replacement for every drawer type filing unit. The greatest savings to date have been achieved when shelf file units were installed in large areas where expansion in drawer type equipment was no longer possible.

Each proposed installation of shelf file units must be weighed on its own merits.

WHEN TO CONSIDER SHELF FILE UNITS

Each installation of shelf file units should be analyzed for potential savings in time, money, space and personnel. An agency should consider the economy, desirability, and feasibility of shelf file units when:

- a. The records are of a type which shelf file efficiently (see Page 2).
- b. The procurement of new or additional equipment is contemplated for an active file station with active records.
- c. Additional space is required for an active file station and only a limited amount of space is available.
- d. A new file station is being established, consistent with a. , above.
- e. Unitized office furniture is used to create a work station designed to fit the needs and duties of the occupant of the station.
- f. A collection of nine or less linear feet of documents or reference materials, which must be placed "beside-the-desk", would require two separate pieces of office furniture.
- g. A useful room divider, providing a semblance of privacy, is desirable.
- h. A useful counter space is desirable, but aisle space is limited.
- i. Aisle space needs prevent placing active records near the primary user.

FACTORS TO CONSIDER

Factors which should be analyzed to determine whether shelf file units are practicable and economical are:

A. KINDS OF RECORDS.

Filing operations usually consist of placing documents in folders, and withdrawing documents from folders when needed for reference purposes. Often, the withdrawal of entire folders is possible when reference is needed; this is particularly true with "case" files.

Shelving works particularly well for:

1. Closed out case files or subject files--files in which very little new material is being filed.
2. Case files arranged numerically or alphabetically, especially when entire folders are charged out and the material being placed in the files takes less of the servicing employees' time than does withdrawal of documents or folders from file. This requires a staff study so that the time can be allocated between interfiling and retrieval work. If the former takes 30% of the time of servicing employees and the latter 70% of their time, for example, the records involved could be shelf filed with good results.
3. Collection of more than 200 linear feet which are able to take advantage of the productivity increases cited in the section on "Filing Operation" (Pages 6 and 7). Smaller volumes of records do not lend themselves to significant productivity increases.

B. EQUIPMENT

1. Cost

The present cost of the equipment necessary to file 80 linear feet of active letter size records in an office is:

Shelf Filing Units

Four, 7-Shelf units @ \$53.62 \$214.48

Drawer Type Units

Eight, 5-Drawer cabinets @ \$61.00 \$488.00

Difference in favor of Shelf File Units \$273.52

For this example, at present prices, the initial cost of shelf filing equipment is approximately 56% less than drawer type units. (Costs are based on December 1960 prices).

2. HEIGHT

Although shelf file units may be combined to attain desired heights, as shown on Page 16, to meet most filing needs, 7-shelf units are considered to be the most appropriate for most filing operations.

Although drawer file units may be obtained in heights ranging from two to six drawers, the 5-drawer size is considered to be most appropriate for most filing operations.

3. MOBILITY

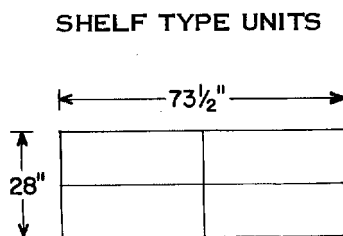
A drawer type filing unit may be moved loaded with documents by placing the unit on a moving dolly. A shelf file unit may be moved loaded with documents with the aid of a moving "coffin", as described on Page 23.

Frequent moving of loaded drawer or shelf type units may result in distortion of the framework of either type of equipment. Frequent moving should be accomplished by removing documents into moving boxes prior to lifting the filing units.

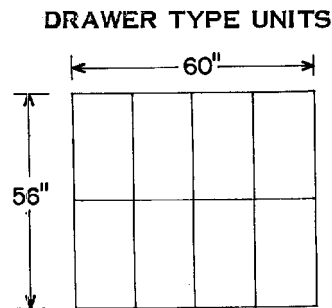
C. SPACE

1. EQUIPMENT FLOOR AREA.

The equipment necessary to house the same 80 linear feet of records (B. 1 above) will occupy space as follows:



14.3 SQ. FT.



23.3 SQ. FT.

The total floor area occupied by equipment only is 39% less for shelf file units than for drawer type units.

2. AISLE SPACE

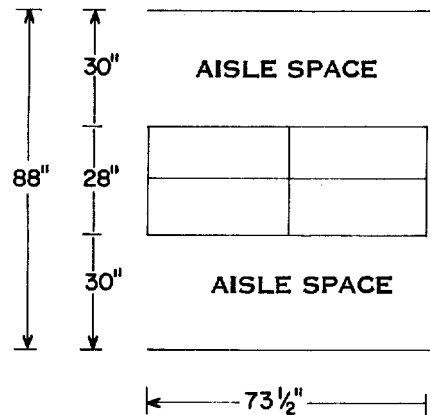
The minimum aisle space required for the operation of drawer type units is 36"; for shelf type units 30".

Two of the possible space arrangements for the equipment described above are:

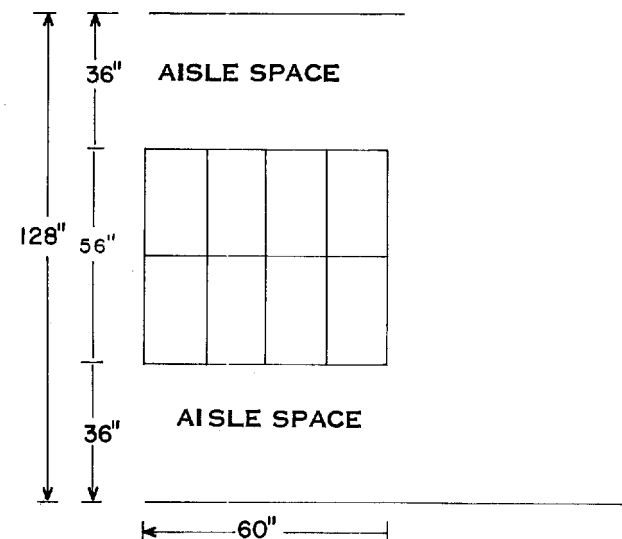
Shelf Type Units

Drawer Type Units

EXAMPLE NO. 1



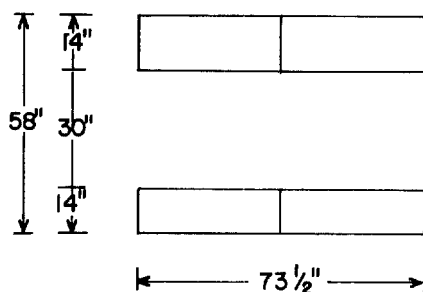
EQUIPMENT 14.3 SQ. FT.
 AISLE 30.6 SQ. FT.
 TOTAL 44.9 SQ. FT.



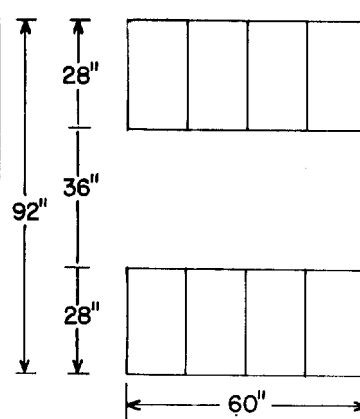
EQUIPMENT 23.3 SQ. FT.
 AISLE 30.0 SQ. FT.
 TOTAL 53.3 SQ. FT.

The total aisle space is 2% more for shelf files than for drawer type units. The total floor space for equipment and aisles is 16% less when shelf file units are used than when drawer type units are used.

EXAMPLE NO. 2



EQUIPMENT 14.3 SQ. FT.
 AISLE 15.3 SQ. FT.
 TOTAL 29.6 SQ. FT.



EQUIPMENT 23.3 SQ. FT.
 AISLE 15.0 SQ. FT.
 TOTAL 38.3 SQ. FT.

The aisle space remains 2% more for shelf files than for drawer type units. The total floor space for equipment and aisles is 23% less when shelf file units are used than when drawer type units are used.

NOTE: The above examples are based on equipment necessary to file 80 linear feet of active records, as stated on Pages 2 thru 4. The four 7-tier shelf files actually accommodate 82.25 linear feet of records and the eight 5-drawer files actually accommodate 87.5 linear feet of records. Since there is some unused filing space, due to the different capacities of shelf and drawer cabinets, the percentages above apply only to an arbitrary example illustrating an installation where 80 linear feet of filing space are required. The basic comparison of shelf and drawer files is as shown on Page 21.

3. FLOOR LOAD.

The formula for determining the floor load per square foot of space is:

$$\frac{\text{Weight of Equipment} + \text{Weight of Records}}{\text{Square Feet of Space (Equipment and Aisles)}}$$

The average weight of letter size records is 30 lb. per linear ft.

The approximate weight of equipment is as follows:

SHELF FILE UNITS

Letter Size
Without Doors
3 tier with base 109 lbs.
3 tier without base..... 105 lbs.
7 tier 192 lbs.

With Doors
3 tier with base 132 lbs.
3 tier without base..... 126 lbs.

Legal Size
Without Doors.
3 tier with base 115 lbs.
3 tier without base..... 110 lbs.
7 tier 232 lbs.

With Doors.
3 tier with base 143 lbs.
3 tier without base 138 lbs.

DRAWER TYPE UNITS

Letter Size
2 drawer 102 lbs.
4 drawer 190 lbs.
5 drawer 199 lbs.

Legal Size
2 drawer 110 lbs.
4 drawer 200 lbs.
5 drawer 215 lbs.

For the example of housing 80 linear feet of records in an active office the floor load per square foot (pounds per square foot, psf.) is:

EXAMPLE NO. 1

Four 7-Shelf File Units 73.2 psf.
Eight 5-Drawer Type Units 74.9 psf.

EXAMPLE NO. 2

Four 7-Shelf File Units 111 psf.
Eight 5-Drawer Type Units 104 psf.

Floor loading must be carefully checked to assure placement of file units in a safe load carrying location. If in doubt about the safety, check with the building superintendent or the local safety engineer.

D. ADAPTABILITY TO SYSTEMS

1. FILING METHODS

Case files arranged by name or number are most easily adapted to shelf file units. Other filing methods may be adaptable, but may require a more thorough study of filing procedures.

Alphabetic, numeric, subject-numeric, and other types of filing methods can all be used equally well in drawer type units.

2. INDEXING

The same indexing may be used in either shelf type or drawer type units.

3. CHARGEOUT.

The same type of chargeout system may be used in either shelf type or drawer type units.

4. RECORDS INVENTORY.

Shelf file units without doors lend themselves to the most rapid records inventory since everything is readily visible.

Inventorying and sighting chargeouts in drawer type cabinets or shelf type units with doors take more time since each drawer must be opened and closed and each door must be opened and recessed.

Doors on shelf type units may be left open for the day since they recess completely into the cabinet without any projection into the aisle. Drawers on cabinet type equipment must be closed each time they are opened to prevent accidents from the projection into aisle space.

E. FILING OPERATIONS.

1. REMOVING AND REPLACING FOLDERS.

Removing and replacing folders average 20% to 30% faster with shelf file units than with drawer type units.

2. INSERTING AND REMOVING PAPERS FASTENED TO FOLDERS

To fasten a document to a folder in either a shelf type or drawer type unit the folder must be completely withdrawn from the file. Since the finding of a folder in a shelf file unit is faster than in a drawer type unit, the addition of documents to a shelf file unit can be 20% to 30% faster than in a drawer type unit.

If additional documents are placed loose in the folder and fastened the next time the folder is removed from file, shelf type units may be slightly slower than drawer type units. In shelf type units each folder must be partially withdrawn to file an additional document. Documents can be added to drawer type units without withdrawing the folder from its place in the file.

3. INSERTING AND REMOVING PAPERS FILED LOOSE IN FOLDERS

The use of shelf type units may be slightly slower than the use of drawer type units. This is the result of having to withdraw the folder from a shelf type unit for an addition, while the addition may be made to drawer type unit with the folder in place.

F. APPEARANCE .

Untidiness in record keeping can be easily seen in shelf type units; everything is visible in units without doors.

Untidiness in record keeping in drawer type units can be hidden by simply closing the drawer.

G. SECURITY .

Neither shelf nor standard drawer files provide any security protection unless used inside vault areas. However, standard security cabinets are available for housing classified documents.

Security, outside of vault areas, should be achieved by the use of special security equipment.

Shelf file units can be utilized in large collections of classified materials when installed in a properly constructed vault area.

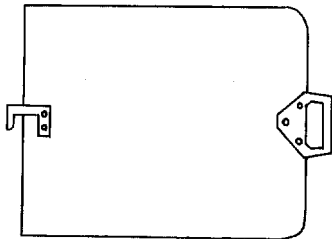
H. FILE SYSTEM COMPONENTS .

Efficient and effective utilization of shelf file units requires the use of the proper file system components. Existing components, as used in drawer type units, can often be modified for temporary use in a shelf type unit until the documents meet the required retirement cycle. Components are

available commercially. Those not now in the supply system will be progressively added as the demand develops.

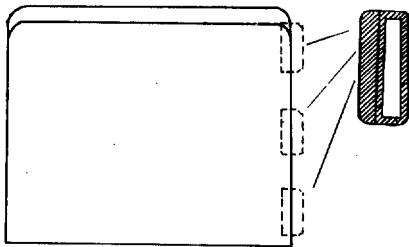
1. GUIDES.

The ideal shelf type installation requires the use of hook type guides equipped with side tabs that are readable from either side. The cost of converting existing guides to the shelf unit type guides must be considered as part of the capital investment in equipment.



Shelf guide with vertical tab. Vertical mounted tab projects $\frac{5}{8}$ inch. These guides can be procured under the applicable Federal or Interim Federal Specification (UU-C-96).

Existing vertical guides, used in drawer type units, may be salvaged for use in shelf type units by cutting off the bottom projections and attaching straight metal clip-on tabs.

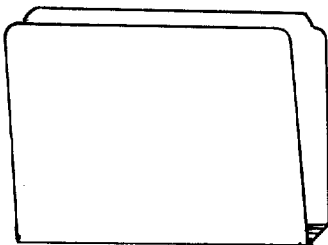


Clip-on metal tab - (straight) may be clipped to a guide or folder at any position on outside edge. Tab projects $\frac{5}{8}$ inch beyond end of guide or folder.

2. FOLDERS.

Present straight edge folders, used in drawer type units, can be continued in shelf type units providing the labeling is done on the far right or left of the folder (side is determined by the manner in which operator is required to look at the unit).

Improved file searching will result, in shelf type units, if folders with straight cut side tabs are procured.



Side tab folders - side tab folders for shelf filing use are furnished with straight tabs.

These side tab folders can be procured for approximately the same price as straight cut folders for drawer type units under the applicable Federal or Interim Federal Specification (UU-F-00517).

Existing file folders, used in drawer type units, may be salvaged for use in shelf type units by attaching clip-on straight edge metal tabs (as illustrated under guides) or adhesive tabs of similar design.

3. SIGNALS.

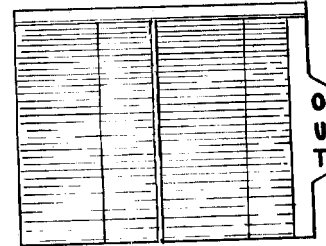
The same type of signals can be used in either shelf type or drawer type filing units.

4. CHARGEOUT CARDS

Present chargeout cards, tabbed on top, can be used in shelf file units when present folders continue to be used.

Greater efficiency will result, when side tabbed folders are used, if the chargeout card is also side tabbed.

Chargeout card - replaces folder removed from files. Provision made on card for listing charge-out information.



5. DIVIDERS.

Folders sag in file containers when not supported under compression

Dividers, approximately two to five per shelf, may be used with shelf file units to prevent folder sag. The cost of such dividers must be added to the cost of the equipment as part of the capital investment.

Dividers are not required in drawer type units; the compressor only being used as the norm. Dividers, at additional cost, may be procured for drawer type units to also prevent folder sag.

I. FILING PROCEDURES

Experience indicates that it is often necessary to modify current filing practices for shelf type units. The extent of such modification will depend principally on the current practices. All practices should be reviewed when shelf file units are considered as a replacement for drawer type units.

J. CONVERSION COSTS.

The cost of personnel time and supplies required to convert a drawer type unit to a shelf file unit must be weighed against the potential savings.

In addition to the capital investment for the purchase of shelf file units, the user must consider the cost of replacing existing guides and folders. Frequently the substitution of proper folders and guides, which requires the refiling of all documents in a collection of records, makes the cost of conversion prohibitive.

Existing folders, labeled in middle position or at the wrong end position for the planned shelf type installation, must be replaced or relabeled. The cost of relabeling must also, under such conditions, be considered as part of the cost of conversion.

Drawer type file units replaced by shelf type file units can frequently be used to upgrade equipment in other offices. Drawer type equipment in poor or unserviceable condition should be disposed of in accordance with existing regulations.

A large collection of records need not always be converted from drawer type units to shelf type units simultaneously. Consider the possibility of partial conversion, with the remainder being done on a scheduled basis over a period of time. A possibility for performing such conversion is the placement of new records on shelf type units while old documents remain in drawer type units until they have served their purpose and can be disposed of or transferred to storage centers.

K. PRESENT INSTALLATION

Over 150,000 cubic feet of records were shelf filed in office space in Washington, D. C., as of June 30, 1960. Persons interested in seeing an installation in the Washington, D. C., area, and discussing it with those most concerned with its operation may call the General Services Administration, National Archives and Records Service, Code 13, Extension 34154. Offices outside of Washington, D. C., may write to the General Services Administration, National Archives and Records Services, Archives Building, Washington 25, D. C., for further information.

PART II

STANDARD

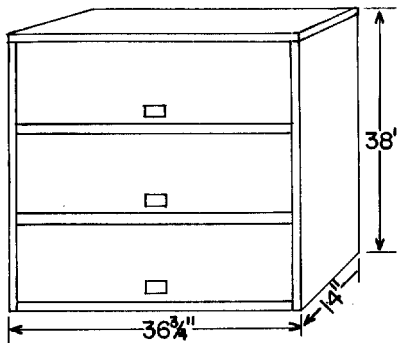
STEEL SHELF FILING CABINETS

The following pages contain descriptions of the various types of units available under the current Federal Supply Schedule contract covering this new standard line of shelf filing equipment. Also included are suggested arrangements of basic units which illustrate maximum space utilization, recommended use for offices and other special purpose applications, and instructions for installation, moving, etc.

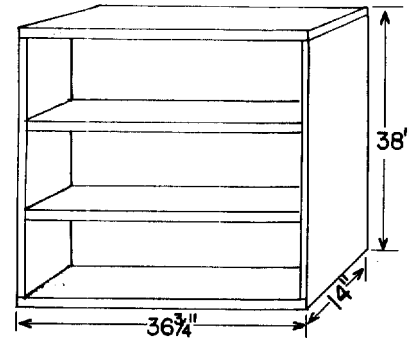
In addition to lower initial procurement costs the new units offer specific advantages in space utilization by reason of being available in varied heights. This makes them adaptable for use in many locations as a means of utilizing cube space which is wasted when using the less flexible drawer-type cabinets. This will prove of particular benefit in the storage of material which does not require frequent reference and can be extended to greater heights than would normally be feasible.

TYPES OF BASIC SHELF FILING CABINET UNITS

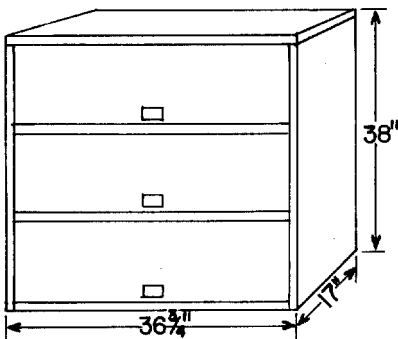
Standard steel shelf filing cabinets, covered by the applicable Federal or Interim Federal Specification [AA-F-00330(GSA-FSS)], consist basically of the following types.



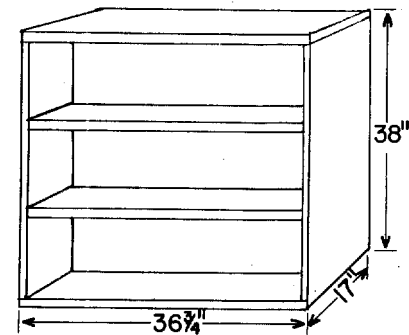
TYPE I
3-SHELF OPENING,
LETTER SIZE, WITH DOORS



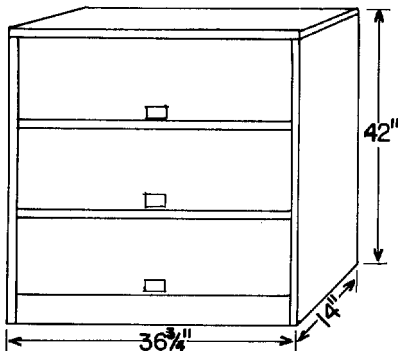
TYPE II
3-SHELF OPENING,
LETTER SIZE, WITHOUT DOORS



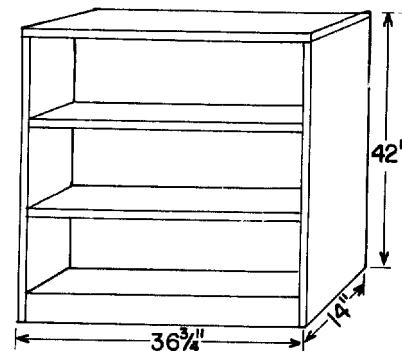
TYPE III
3-SHELF OPENING,
LEGAL SIZE, WITH DOORS



TYPE IV
3-SHELF OPENING,
LEGAL SIZE, WITHOUT DOORS



TYPE V
3-SHELF OPENING, LETTER
SIZE, WITH DOORS, BUILT-IN BASE

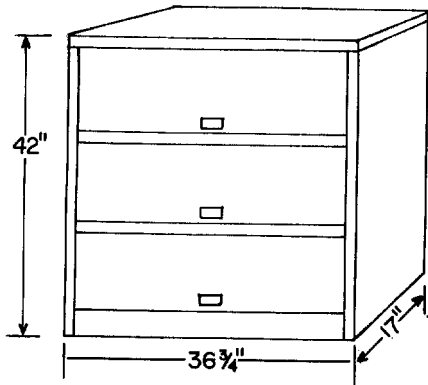


TYPE VI
3-SHELF OPENING, LETTER SIZE,
WITHOUT DOORS, BUILT-IN BASE

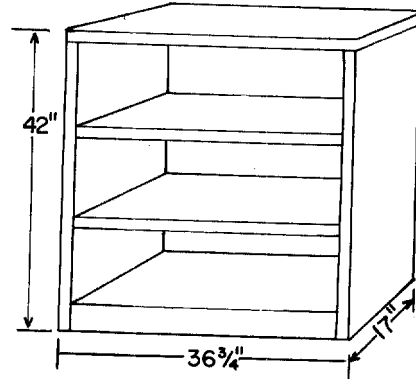
FEDERAL
STOCK NUMBER

ITEM
DESCRIPTION

7110-817-0642	Type I; with doors: With Locks: Set-up
7110-817-0643	Knocked-down
7110-817-0644	Without Locks: Set-up
7110-817-0645	Knocked-down
7110-817-0646	Type II; without doors: Set-up
7110-817-0647	Knocked-down
7110-817-0648	Type III; with doors: With Locks: Set-up
7110-817-0649	Knocked-down
7110-817-0650	Without Locks: Set-up
7110-817-0651	Knocked-down
7110-817-0671	Type IV; without doors: Set-up
7110-817-0652	Knocked-down
7110-817-0653	Type V; with doors: With Locks: Set-up
7110-817-0654	Knocked-down
7110-817-0655	Without Locks: Set-up
7110-817-0656	Knocked-down
7110-817-0657	Type VI; without doors: Set-up
7110-817-0658	Knocked-down

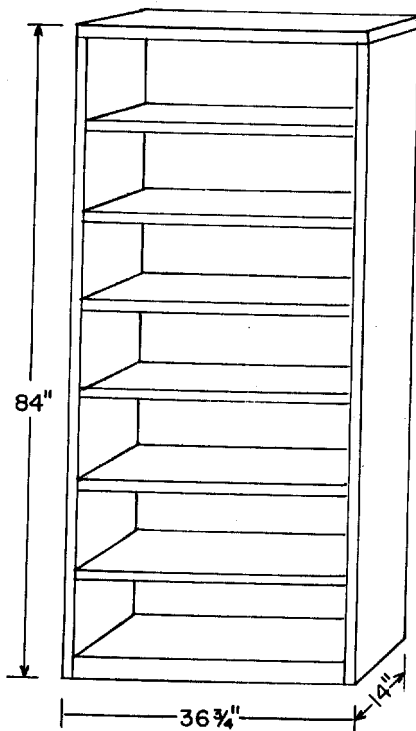


TYPE VII
3-SHELF OPENING, LEGAL SIZE,
WITH DOORS, BUILT-IN BASE

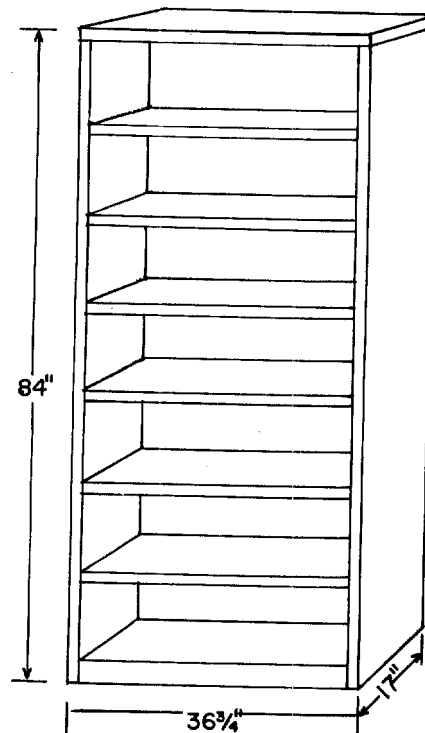


TYPE VIII
3-SHELF OPENING, LEGAL SIZE,
WITHOUT DOORS, BUILT-IN BASE

NOTE: Doors are not provided on Types IX and X cabinets since operation of doors above 6-shelf height is considered impractical.



TYPE IX
7-SHELF OPENING, LETTER SIZE,
WITHOUT DOORS, BUILT-IN BASE



TYPE X
7-SHELF OPENING, LEGAL SIZE,
WITHOUT DOORS, BUILT-IN BASE

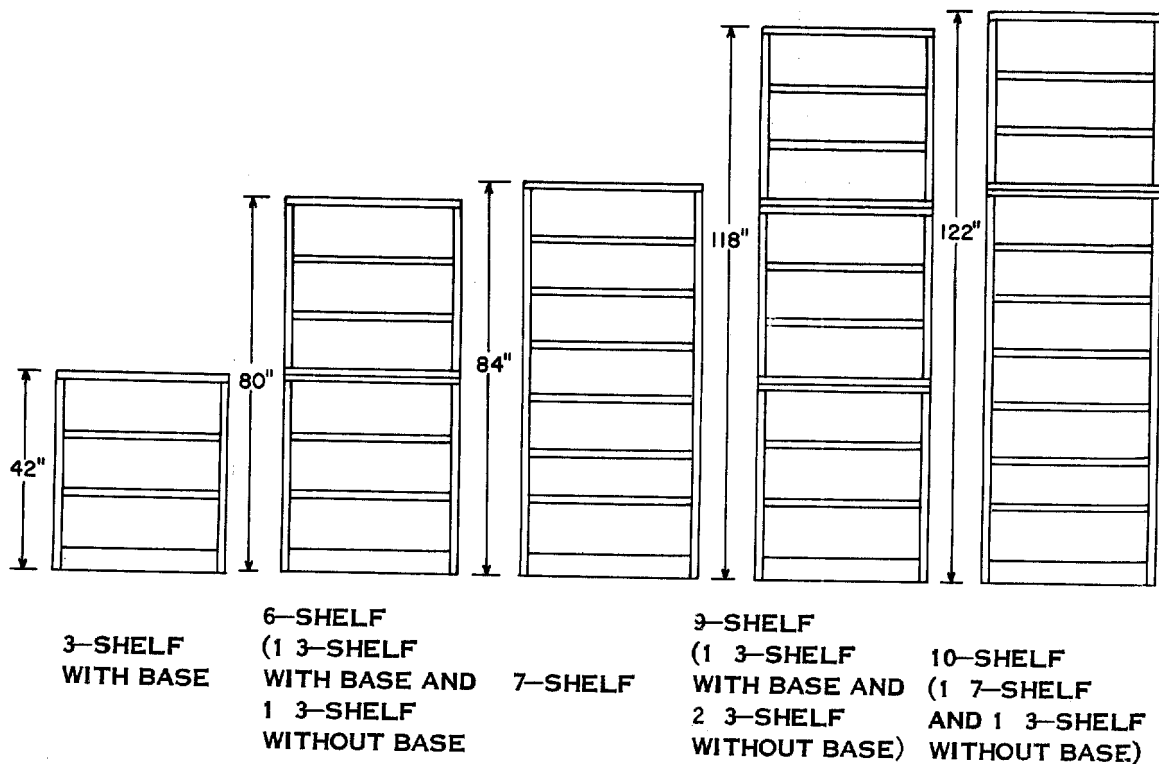
FEDERAL
STOCK NUMBER

ITEM
DESCRIPTION

	Type VII; with doors:
	With Locks:
7110-817-0659	Set-up
7110-817-0640	Knocked-down
	Without Locks:
7110-817-0660	Set-up
7110-817-0661	Knocked-down
	Type VIII; without doors;
7110-817-0662	Set-up
7110-817-0663	Knocked-down
	Type IX; with posting shelf:
7110-817-0641	Set-up
7110-817-0664	Knocked-down
	Type IX; without posting shelf:
7110-817-0665	Set -up
7110-817-0666	Knocked-down
	Type X; with posting shelf:
7110-817-0667	Set-up
7110-817-0668	Knocked-down
	Type X; without posting shelf:
7110-817-0669	Set-up
7110-817-0670	Knocked-down

HOW THE BASIC UNITS MAY BE USED

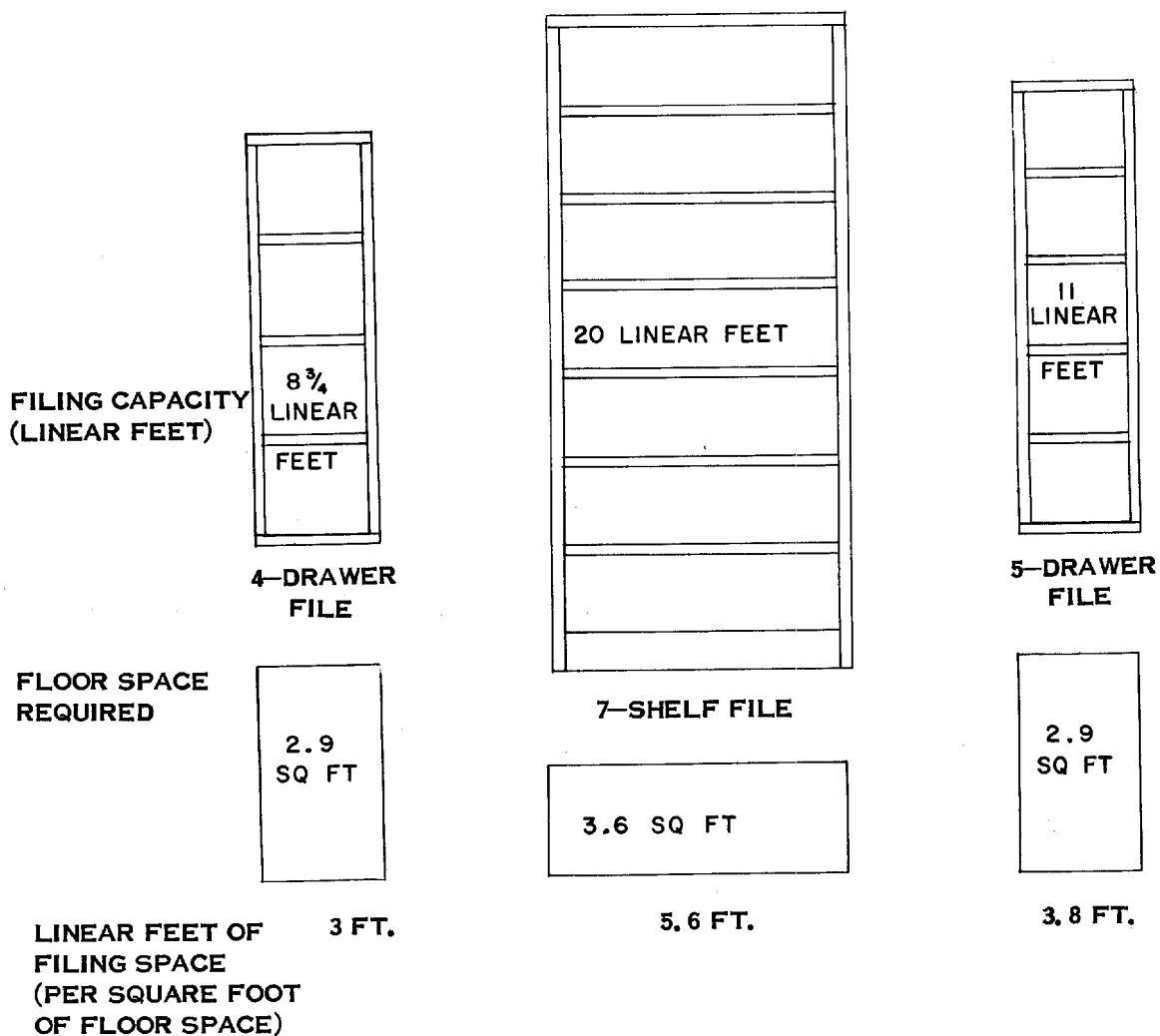
The figures below illustrate how the basic units may be combined in different installations, depending upon individual office requirements:



MAJOR ADVANTAGES OF STANDARD SHELF FILES

PROVIDES MORE FILING CAPACITY PER SQUARE FOOT OF FLOOR SPACE

The illustrations below compare capacities for filing letter size records in drawer and shelf filing cabinets in linear feet. Although the 5-drawer filing cabinet is now standard for issuance from Stores Stock, many four-drawer cabinets supplied in past years are still in active use.



Although a 9- or 10-shelf installation will provide far greater filing space per square foot of floor space, such installations will create other operational problems, due to the height.

PROVIDES MEANS FOR ACCESSIBLE FILING

For the kinds of records that lend themselves to shelf filing (see Page 2), they are readily accessible. The search procedure is not hindered or blocked by the opening and closing of drawers. Shelf filing cabinets with doors obviously will not permit as rapid a filing operation as is possible in cabinets without doors. Cabinets with doors may be obtained for improved appearance. Since doors are fully retractable, they may be kept open without interfering with filing operations.

COSTS LESS

Initial procurement costs are less. Based on current prices to the Government, the cost of 7-shelf cabinets, for instance, is approximately \$2.50 per linear filing foot as compared to approximately \$5.50 for 5-drawer filing cabinets. For more detailed comparison, see Page 2.

MINIMIZES SUPPLY PROBLEMS

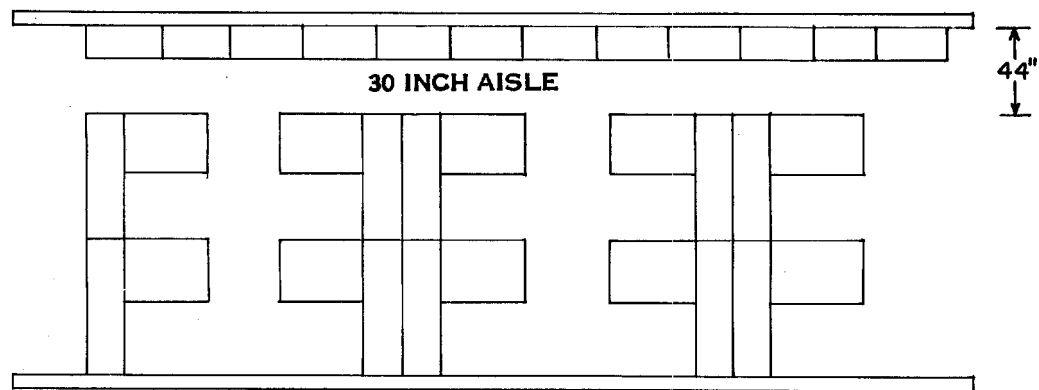
A product of a quality sufficient to meet the needs of most Federal agencies is provided at the lowest possible cost through the medium of a competitive procurement based upon a Federal or Interim Federal Specification.

Interchangeability is provided regardless of manufacturer. It is not necessary to reorder from the initial supplier to assure interchangeability and intermem-bering.

The number of items in the supply system is held to a minimum, thus saving costs of initial procurement, stocking, handling, reordering, excess utilization, and surplus disposal.

NEW DIMENSION IMPROVES SPACE UTILIZATION

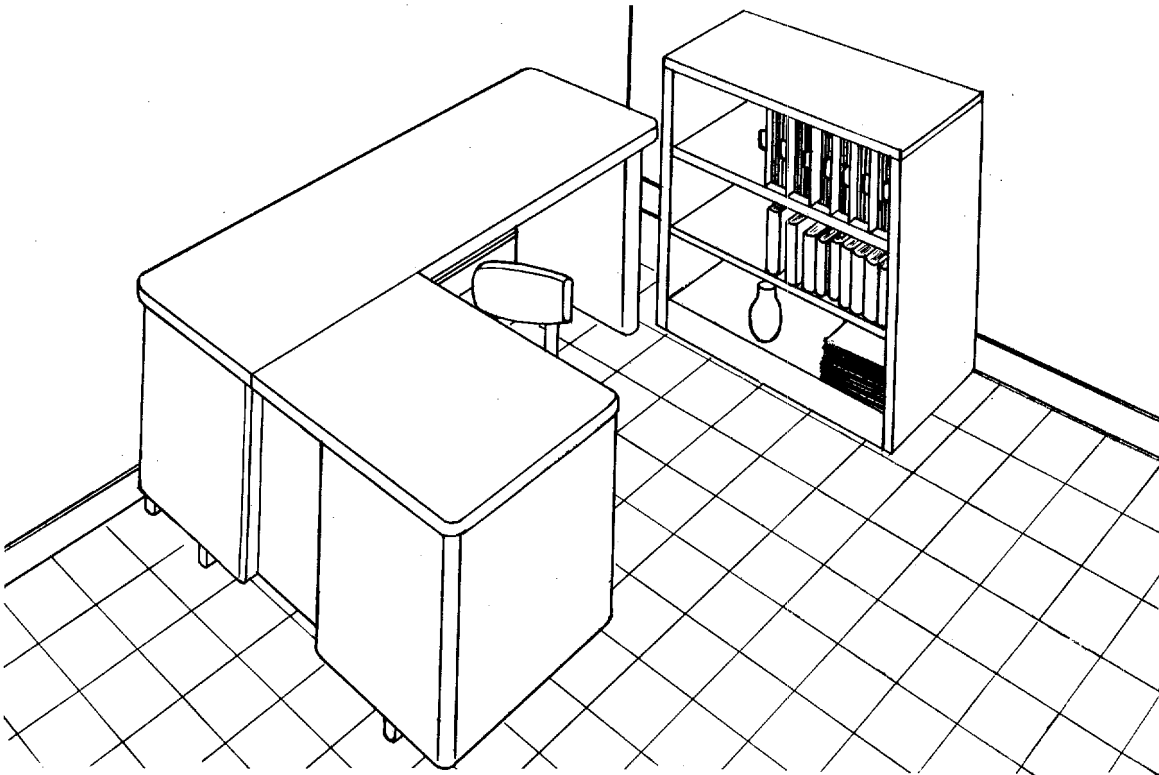
Since shelf filing cabinets are designed for filing from side to side, rather than front to back as required with drawer filing cabinets, a new means is available to provide better utilization of floor space. There are many instances where either drawer or shelf files would be suitable in planning office layouts, and others where the front to back filing dimension of drawer files would be preferable. The following illustration shows an instance where the depth limitation in relation to aisle space makes possible utilization of floor space for filing purposes which would not be possible with drawer files.



NOTE: The above example of use of letter size shelf files is predicated on the availability of only 44 inches between the front row of desks and the wall. In such an instance, standard drawer files with a depth of 28 inches could not be used since there would not be sufficient space to provide an aisle or open the drawers.

SELECTING TYPES OF CABINETS

3-SHELF CABINETS WITH BASES RECOMMENDED FOR DESK SIDE USE



The Types V, VI, VII and VIII 3-shelf cabinets will serve as a shelf filing unit,

a storage unit, a bookcase unit, or a combination of all three. These types, which consist of legal and letter size with or without doors, may be conveniently located near a desk so that records materials for ready reference are within easy reach. This will aid in the creation of work stations which when combined with unitized furniture will fit the duties and needs of the occupant.

COMBINING CABINETS FOR SPECIAL PURPOSES

The different types of cabinets may be combined in various stacks, as illustrated on Page 16, to suit individual requirements in Government offices. The stacks may be either legal or letter size depths. The 6-shelf stack may be either with or without doors, as desired. It is recommended that only cabinets without doors be used in the formation of stacks above the 6-shelf height.

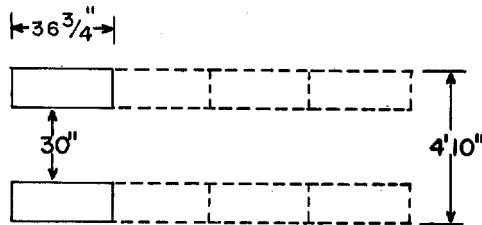
7-SHELF CABINETS RECOMMENDED FOR GENERAL USE

The Type IX letter size 7-shelf cabinet (without doors) is recommended for general use, although the Type X legal size cabinet is available if legal size documents are to be filed. This recommendation is based on the following:

1. Shelf filing units exceeding seven in height often require step stools or ladders for filing operations. These are not normally necessary for the 7-shelf unit.
2. Filed material is always in view and readily accessible, thereby providing the maximum in filing speed and efficiency.
3. Requires only 84 inches of headroom.
4. The design permits maximum adjustability of shelves. Shelves may be removed for material greater in height than standard correspondence, or additional shelves may be ordered if material lesser in height is to be filed. (The cabinets are furnished with shelves to provide the basic 3-shelf of 7-shelf heights necessary for standard size correspondence---additional shelves may be ordered if desired.)
5. The 7-shelf cabinet is furnished with a posting shelf if desired. The posting shelf is installed beneath the underside of the third shelf from the base.
6. This type cabinet substantially increases filing capacity per square foot of floor area. (See following.)

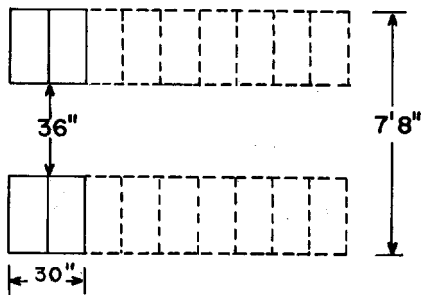
NOTE: Shelf filing units without doors are enclosed completely except in the front, and the sides and top extend beyond the front edge of the filed material. Experience of Federal agencies has shown that collection of dust in such installations is negligible.

SAVES FLOOR SPACE



Two 7-Shelf Filing Cabinets
493.5 linear inches total filing capacity (246.75 per cabinet)
14.8 square feet floor area

33.34 linear inches filing space per square foot floor area



Four 4-Drawer Filing Cabinets
420 linear inches total filing space (105 per cabinet)
19.1 square feet floor area

22 linear inches filing space per square foot floor area

OR

Four 5-Drawer Filing Cabinets
525 linear inches total filing space (131.25 per cabinet)
19.1 square feet floor area

27.5 linear inches filing space per square foot floor area

The 7-shelf provides:

51 % more linear feet filing capacity per square foot floor area than 4-drawer filing cabinets.

21 % more linear feet filing capacity per square foot floor area than standard 5-drawer filing cabinets.

NOTE: (1) The basic comparison shown above will remain the same regardless of size of installation as long as aisle space remains the same. Although narrower aisle widths are possible for both shelf and drawer filing cabinets, a minimum of 30 inches is considered necessary for efficient use of shelf files and a minimum of 36 inches for drawer files.

(2) Four-drawer filing cabinets, many of which are still in active service, were furnished in past years in the 28 inch depth, as shown herein, and in a 25-inch depth. The percentage advantage of shelf files when compared to the 25 inch depth is 60% rather than 51%.

SHELF FILES AS ROOM DIVIDERS

Shelf filing units may perform the additional function of room dividers, either at a 42-inch counter height or at a 6-shelf or 7-shelf height. (See Page 16). By use as room dividers, the shelf filing cabinets will serve to subdivide office space. This provides privacy and quietness and enhances employee efficiency. Such use will save time and expense of installing partitions.

SET-UP OR KNOCKED DOWN CONSTRUCTION

All shelf filing units are furnished as specified either set-up or knocked-down for assembly at destination. It is recommended that wherever possible, set-up units be ordered. Elevator ceiling clearances may necessitate ordering knocked-down 7-shelf cabinets.

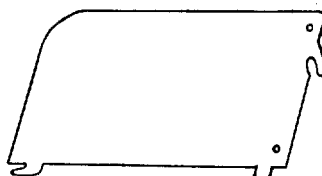
INSIDE DIMENSIONS OF EACH SHELF

	Height (Inches)	Width (Inches)	Letter Size Depth (Inches)	Legal Size Depth (Inches)
7-opening - Available with- out doors only	- 10-1/4	35-1/4	13	16
3-opening - Without base, without doors	- 11-1/4	35-1/4	13	16
Without base, with doors	- 10-1/4	35-1/4	12-1/2	15-1/2
3-opening - Built-in base, without doors	- 11-1/4	35-1/4	13	16
Built-in base, with doors	- 10-1/4	35-1/4	12-1/2	15-1/2

NOTE: Above table shows inside shelf openings for standard legal or letter size folders. (Also, see Page 23).

ACCESSORIES

DIVIDERS - Fixed dividers are used to maintain file folders, pamphlets, books, or other material in a vertical position or as a separator for the above. Dividers must be ordered in the quantity desired.



Federal Stock Number

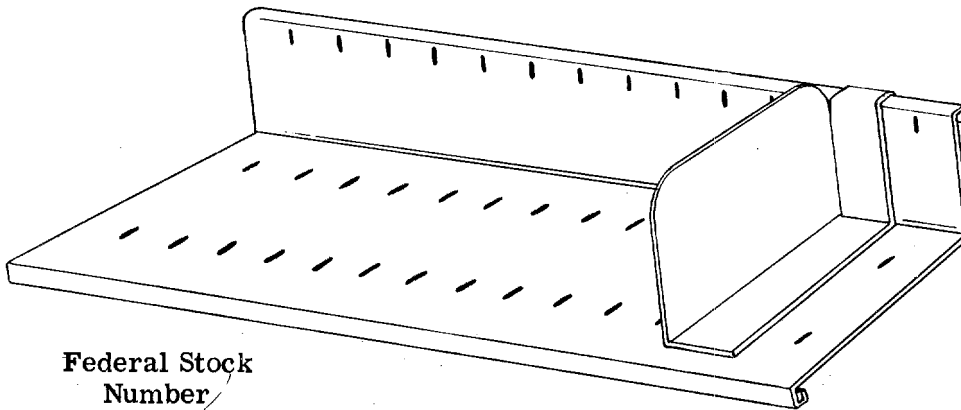
7125-819-4245

7125-819-4246

Divider, letter size

Divider, legal size

EXTRA FILING SHELVES - Shelf filing units are furnished with the quantity of shelves indicated for each type. Each shelf is equipped with one compressor. The compressor holds files in an upright position at any point along the length of the shelf and also serves as a divider. Extra shelves for filing of material of a lesser height than standard correspondence may be obtained if desired for cabinets without doors. Spacing between the adjustable shelves is limited to a minimum of approximately 6-1/4 inches due to the height of compressors and dividers; or to 5-1/4 inches, if compressors or dividers are not used. The cabinets without doors permit shelf spacing in increments of one inch. Since door size does not vary, shelves of cabinets with doors cannot be adjusted.



Federal Stock
Number

7110-753-6388

7110-753-6387

Shelf assembly, filing cabinet -
letter size

Shelf assembly, filing cabinet -
legal size

INSTRUCTIONS FOR MOVING AND INSTALLING

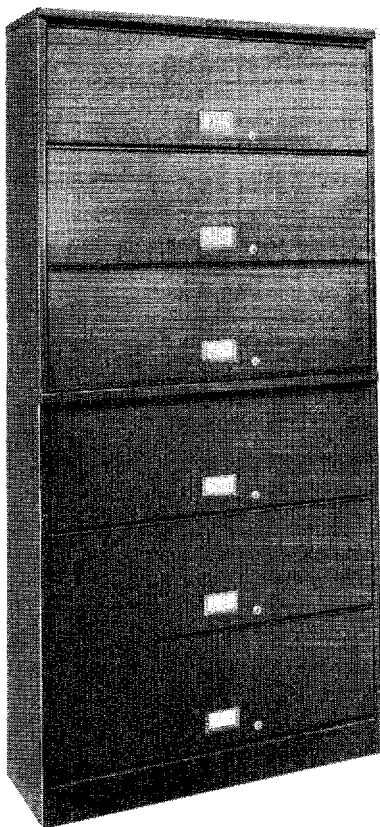
FLOOR LOADING - See Page 5.

MOVING - In moving, shelf files may be emptied of their contents for ease of handling and to prevent rupture of the case when being placed on furniture dollies. Alternately, a "coffin" (heavy packing case) has been devised by one Government agency to receive fully loaded shelf files by tipping the file up on its front edge to permit easing the end of the "coffin" underneath the back of the file. The file and "coffin" are then tipped back slowly to slide the file into the "coffin", and a lid or bars fastened across the face to prevent contents from falling out. The packing case may be loaded on the furniture dolly on its side or back. (Also, see Page 3).

BOLTING - If necessary, wood or sheet steel wedges should be employed to level cabinets sufficiently to align holes on cabinet ends or backs prior to bolting individual units back-to-back or side-to-side. Two 5/16 inch knockout holes are provided on the tops of all shelf files, for anchoring files being stacked. The underside of the 3-shelf "stacking" file is provided with brackets tapped with a 1/4 - 20 thread to receive bolts fastened through the top of the lower cabinet. The backs of 3-shelf files are provided with two knockout holes, while the ends are furnished with a single knockout hole. The 7-shelf files have four knockout holes on cabinet back and two on each cabinet end. Bolts, 1/4 inch in size should be used to tie the units together.

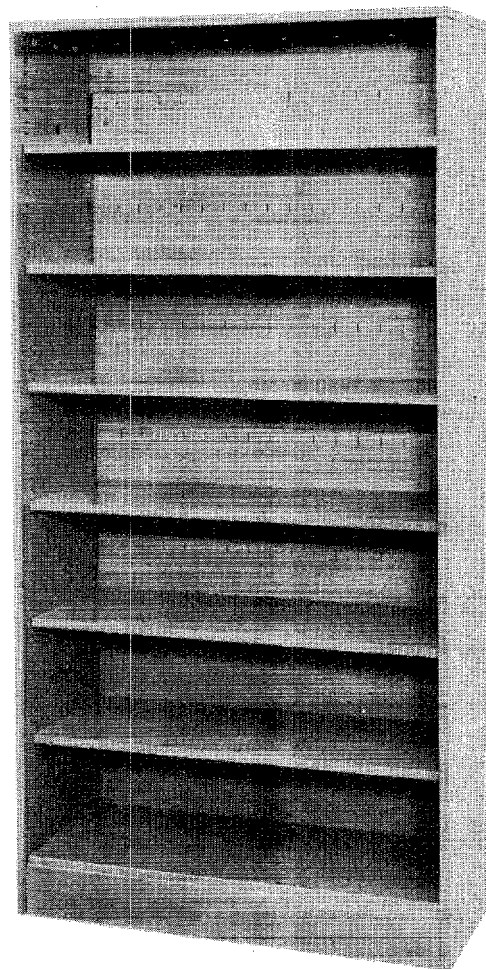
When 6-shelf or 7-shelf cabinets are placed against the wall, bolting to the wall is not normally required. If not bolted, care should be exercised to avoid a disproportionate loading of the upper shelves. The 9-shelf and 10-shelf stacks should be bolted to each other and the wall.

When the 6-shelf or 7-shelf height is used as a room divider, the cabinets should be bolted back-to-back, side-to-side, or both for maximum safety in open areas.

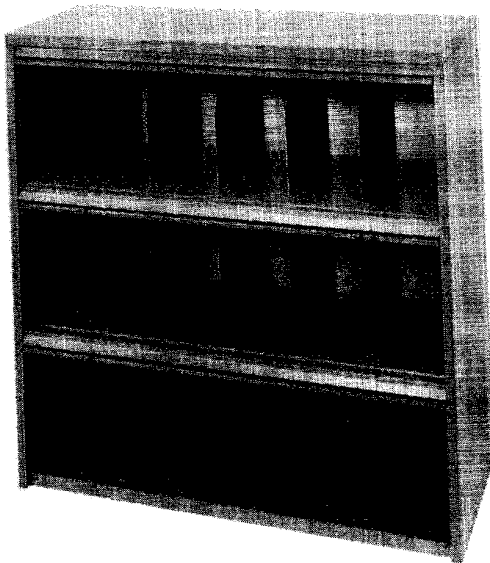


Stack of two 3-shelf
cabinets with doors

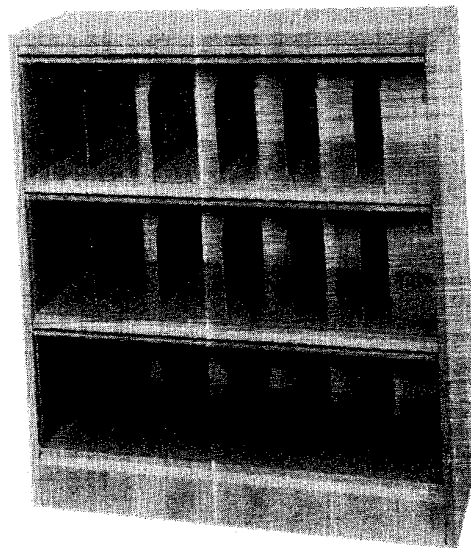
7-shelf cabinet with base
(available without doors only)



Shelf compressor furnished with each shelf -
dividers ordered separately



3-shelf cabinet without
base - with doors
(doors in retracted position)



3-shelf cabinet built in
base - with doors
(doors in retracted position)

Shelf compressor furnished with each shelf -
dividers ordered separately